Proposal Form

Hello,

Thank you for your interest in offering a course or lecture for Osher at Dartmouth. Our volunteer Study Leaders and speakers are the heart and soul of our program. If you have any questions before or during the proposal process, please feel free to call the office at (603) 646-0154. We are available Monday through Thursday 8:30 AM to 4:30 PM and Fridays 8:30 AM to 1:00 PM.

Thank you, again, and we look forward to working with you!

Lisa King, Director

1 Will you be offering a single session lecture or multiple session course?

* Single Session Lecture
* Multiple Session Course

2 Please select the term(s) you'd like to offer the course/lecture.

* Spring 2023 (April 3 - June 16, 2023) - deadline to submit December 12, 2022
* Fall 2023 (August 21 - November 17, 2023) - deadline to submit May 5, 2023
* Winter 2024 (January 8 - March 15, 2023) - deadline to submit September 11, 2023

3 Contact Information

* First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* City/Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number (xxx-xxx-xxxx) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 Please provide a headshot of yourself (optional)

5 If there is more than one speaker/Study Leader, please enter their name(s) and contact information here:

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6 Are you a new Osher Study Leader?

* Yes
* No

7 Would you like a mentor? (A mentor is a seasoned Study Leader who can be a resource for your questions and concerns as you design and deliver your course.)

* Yes
* No

8 Would you like to be a mentor?

* Yes
* No

9 Title
maximum 50 characters (including spaces)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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10 Description
 maximum 1,200 characters (including spaces)

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11 Brief Description for Advertising
 maximum 500 characters (including spaces)

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12 Biography
 maximum 500 characters (including spaces)

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13 Category/Subject

* ARTS (creative arts, media arts, fine arts, culture)
* CURRENT AFFAIRS (issues from today's headlines; topics may cover a wide range of subjects and disciplines)
* HUMANITIES (languages, literature, philosophy, religion)
* INSTRUCTIONAL (personal development or practical instruction)
* INTERDISCIPLINARY (topics combine more than one major discipline)
* NATURAL SCIENCES (biology, chemistry, geology, mathematics, physics, etc.)
* SOCIAL SCIENCES (anthropology, economics, history, political science, psychology, sociology)
* TRAVEL (includes material regarding past journeys as well as study in anticipation of future travel plans)

14 How will you present?

* Zoom
* In-person
* HyFlex (Teaching in-person with participants in the classroom and on Zoom)
* Other, please specify below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Select your desired schedule (multiple selections are encouraged in order to allow the office more freedom in planning the term)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning  | Afternoon  | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |

16 Please provide any additional scheduling notes here.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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17. How many sessions do you plan to hold?

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 10 | 9 | 8 | 7 | 6 | 5 | 4  | 3  | 2  |
| Select number of sessions  |  |  |  |  |  |  |  |  |  |

18 Please indicate the ideal number of participants.

* Maximum number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Minimum number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20 What type of device do you plan to use?
 Note: We do not recommend using a tablet to present Zoom courses.

* Mac
* PC
* none

22 The One Court Street classrooms have TV screens to display your presentation, YouTube videos, etc. What equipment will you need?

* Wireless Presentation Remote
* Tabletop name plates for participants
* Conference Call Phone
* Document Camera
* CD Player
* DVD Player
* No equipment needed
* Other, please specify below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Leaders may be reimbursed for up to $60 for materials. Please save any receipts and mail them to the Osher at Dartmouth office (One Court Street, Suite 380, Lebanon, NH  03766).

23 Do you plan to distribute any materials?
(ex. online readings, supply list, entrance fees, supplies)

* Yes
* No
* Lab/materials fee of $xx, to be paid to xx
* Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24 Are the materials required or optional?

* Required
* Optional

Book Notes: It is your responsibility to email the Norwich Bookstore or [Still North Books](https://www.stillnorthbooks.com/contact) to confirm that the book(s) you wish to order are available before you submit this form. The total cost of the required book(s) should not exceed $60. Please confirm with the bookstore staff how much your book(s) will cost, and note the price on this form. If you require a book for your course, it is vital it is used during the course. Please remember that you can make it optional for your participants to purchase the book.

25 Have you confirmed availability and pricing with [Norwich Bookstore](https://www.norwichbookstore.com/) or [Still North Books](https://www.stillnorthbooks.com/)?

* Yes, I confirmed with Norwich Bookstore.
* Yes, I confirmed with Still North Books.
* No

26 Book 1 Information

* Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ISBN-13 (xxx-xxxxxxxxxx) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Required or Optional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

27 Book 2 Information

* Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ISBN-13 (xxx-xxxxxxxxxx) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Required or Optional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

28 Book 3 Information

* Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Required or Optional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

29 Please enter any additional book information here:

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